

# **INDIANA COMMISSION ON PROPRIETARY EDUCATION**

## *Board of Commissioners Meeting Memorandum*

**Date:** August 24, 2007

**From:** Rebecca Carter, Director of Regulatory Compliance

**Subject: BROWN MACKIE COLLEGE - INDIANAPOLIS  
NEW DEGREE APPLICATIONS**

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### **Staff Recommendation**

The commission staff recommends that Brown Mackie College - Indianapolis be granted the authority to award the Associate of Science degree and the Bachelor of Science degree in the following programs, at its new campus, *with the stipulation that faculty Instructor Qualification Record forms and copies of transcripts be submitted to the commission staff for review prior to the programs start date:*

**AS – Business Management  
AS – Criminal Justice  
AS – Health Care Administration  
AS – Medical Assisting  
AS – Paralegal**

**BS – Business Administration  
BS – Criminal Justice  
BS – Legal Studies**

### **Background Information**

Brown Mackie College is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). The commission staff has received a letter from ACICS verifying that the Indianapolis campus is included in the scope of Brown Mackie's accreditation.

The associate of science degree programs consist of 96 quarter-credit hours of training; a minimum of 50% of the courses are in the Specialty and a minimum of 35% of the remaining courses are in liberal arts; and the faculty credentials will be reviewed upon submission by the school.

The bachelor's of science degree programs consist of 180 quarter-credit hours of training; over 65% of the courses are in the Specialty and the remaining courses are in the liberal arts; and the faculty credentials will be reviewed upon submission by the school.

### **Supportive Documentation**

1. Degree Applications

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Brown Mackie College - Indianapolis

Name of Program Associate of Science in Business Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Sitara Thomas

Telephone Number 312.279.3823 Application Type

Date the Form was Prepared May 4, 2007 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The associate's degree program in Business Management equips graduates with the knowledge and skills necessary to enter the contemporary world of business management. The curriculum reaches this objective through coursework in management principles, technical business procedures, computer operations, and general education. The program prepares the graduate to seek a variety of entry-level management positions.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Associate of Science in Business Management

TOTAL COURSE HOURS: 96 Check one: Quarter Hours ☒ ☐

Semester Hours ☐Clock Hours ☐

LENGTH OF PROGRAM: 24 months

TUITION: \$21,600

**SPECIALTY COURSES:**

[illegible]

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CF1100	Professional Development	4
CM1200	Effective Public Speaking	4
CM1800	Ethics	4
EN1101	Composition I	4
EN1102	Composition II	4
EN2000	Introduction to Literature	4
GV1150	American Constitutional Law	4
MT1770	College Mathematics	4
PS1200	Principles of Psychology	4
SO1200	Principles of Sociology	4
MC1150	Introduction to Microcomputer Applications	4
MC1311	Word Processing I	4

Number of Credit/Clock Hrs. in Specialty:	<u>48</u>	/	<u>652</u>	Percentage:	<u>50%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>48</u>	/	<u>580</u>	Percentage:	<u>50%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>          </u>	/	<u>          </u>	Percentage:	<u>          </u>
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**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

At the initial stage, one professional Librarian who holds an M.L.S. degree will be hired to establish the Library and start collection development. Depending on needs in servicing the BMC academic community, additional staff will be hired, either full time or part time, to ensure adequate access and quality services to patrons. Library hours will be established once the library officially opens.

**2. Number of volumes of professional material:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**3. Number of professional periodicals subscribed to:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**4. Other library facilities in close geographical proximity for student access:**

Marion County: Indianapolis – Marion County Public Library; Boone County: Hussey – Mayfield Memorial Public Library, includes Zionsville; Hamilton County: Carmel Clay Public Library, Hamilton East Public Library, includes Noblesville and Fishers, and Westfield Public Library.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** \_\_\_\_\_ **Full-time:** \_\_\_\_\_ **Part-time:** \_\_\_\_\_

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Brown Mackie College - Indianapolis

Name of Program Associate of Science in Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Sitara Thomas

Telephone Number 312.279.3823 Application Type

Date the Form was Prepared May 4, 2007 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The associate's degree program in Criminal Justice is designed to prepare graduates to seek entry-level job opportunities in law enforcement, corrections, investigations, juvenile law, and security. An associate's degree in Criminal Justice offers students a solid foundation in human service - related fields.

NAME OF PROGRAM:	<u>Associate of Science in Criminal Justice</u>			
TOTAL COURSE HOURS:	<u>96</u>	Check one:	Quarter Hours	<input checked="checked" type="checkbox"/>
	<u>                    </u>		Semester Hours	<input type="checkbox"/>
			Clock Hours	<input type="checkbox"/>
LENGTH OF PROGRAM:	<u>24 months</u>	TUITION:	<u>\$21,600</u>	

[illegible]



**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CF1100	Professional Development	4
CM1200	Effective Public Speaking	4
CM1800	Ethics	4
EN1101	Composition I	4
EN1102	Composition II	4
EN1200	Business Communications	4
EN2000	Introduction to Literature	4
MT1770	College Mathematics	4
PS1200	Principles of Psychology	4
SO1200	Principles of Sociology	4
MC1150	Introduction to Microcomputer Applications	4
MC1311	Word Processing I	4

Number of Credit/Clock Hrs. in Specialty:	<u>48</u>	/	<u>652</u>	Percentage:	<u>50%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>48</u>	/	<u>580</u>	Percentage:	<u>50%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>          </u>	/	<u>          </u>	Percentage:	<u>          </u>
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**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

At the initial stage, one professional Librarian who holds an M.L.S. degree will be hired to establish the Library and start collection development. Depending on needs in servicing the BMC academic community, additional staff will be hired, either full time or part time, to ensure adequate access and quality services to patrons. Library hours will be established once the library officially opens.

**2. Number of volumes of professional material:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**3. Number of professional periodicals subscribed to:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**4. Other library facilities in close geographical proximity for student access:**

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**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreeappform.doc

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** \_\_\_\_\_ **Full-time:** \_\_\_\_\_ **Part-time:** \_\_\_\_\_

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Brown Mackie College - Indianapolis

Name of Program Associate of Science in Health Care Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Sitara Thomas

Telephone Number 312.279.3823 Application Type

Date the Form was Prepared May 4, 2007 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The associate's degree program in Health Care Administration prepares students to understand all the components that are essential to providing management and organizational support in the health care industry. Students are exposed to various health care systems and learn multiple aspects of health care administration while simultaneously being trained in the clinical aspects of providing health care to the general population. Graduates will be prepared to seek entry-level administrative positions in hospitals, clinics, health care insurance offices, home health care agencies, public health settings, and any other health care settings or health care related organizations.

NAME OF PROGRAM:	<u>Associate of Science in Health Care Administration</u>			
TOTAL COURSE HOURS:	<u>96</u>	Check one:	Quarter Hours	<input checked="" type="checkbox"/>
	<u>                    </u>		Semester Hours	<input type="checkbox"/>
	<u>                    </u>		Clock Hours	<input type="checkbox"/>
LENGTH OF PROGRAM:	<u>24 months</u>	TUITION:	<u>\$21,600</u>	

[illegible]

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CF1100	Professional Development	4
CM1200	Effective Public Speaking	4
EN1101	Composition I	4
EN1102	Composition II	4
EN1200	Business Communications	4
EN2000	Introduction to Literature	4
PS1200	Principles of Psychology	4
SO1200	Principles of Sociology	4
MC1150	Introduction to Microcomputer Applications	4
MC1311	Word Processing I	4
MC1400	Database Applications	4
MC1700	Professional Presentation Techniques	4

Number of Credit/Clock Hrs. in Specialty: 48 / 656 Percentage: 50%  
Number of Credit/Clock Hrs. in General Courses: 48 / 584 Percentage: 50%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:          /          Percentage:

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

At the initial stage, one professional Librarian who holds an M.L.S. degree will be hired to establish the Library and start collection development. Depending on needs in servicing the BMC academic community, additional staff will be hired, either full time or part time, to ensure adequate access and quality services to patrons. Library hours will be established once the library officially opens.

**2. Number of volumes of professional material:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**3. Number of professional periodicals subscribed to:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**4. Other library facilities in close geographical proximity for student access:**

Marion County: Indianapolis – Marion County Public Library; Boone County: Hussey – Mayfield Memorial Public Library, includes Zionsville; Hamilton County: Carmel Clay Public Library, Hamilton East Public Library, includes Noblesville and Fishers, and Westfield Public Library.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** \_\_\_\_\_ **Full-time:** \_\_\_\_\_ **Part-time:** \_\_\_\_\_

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]



INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Brown Mackie College - Indianapolis

Name of Program Associate of Science in Medical Assisting

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Sitara Thomas

Telephone Number 312.279.3823 Application Type

Date the Form was Prepared May 4, 2007 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The associate's degree program in Medical Assisting prepares students seeking to work with, and under the direction of, physicians in the office or in other medical settings. To achieve this goal, the Medical Assisting curriculum provides study in clinical and laboratory procedures, anatomy and physiology, medical terminology, and medical office administration. Coursework in general education and business also helps graduates to grow professionally and develop the ability to assume leadership roles.

NAME OF PROGRAM:	<u>Associate of Science in Medical Assisting</u>			
TOTAL COURSE HOURS:	<u>96</u>	Check one:	Quarter Hours	<input checked="" type="checkbox"/>
	<u>                    </u>		Semester Hours	<input type="checkbox"/>
			Clock Hours	<input type="checkbox"/>
LENGTH OF PROGRAM:	<u>24 months</u>	TUITION:	<u>\$21,600</u>	

[illegible]

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BA1250	Human Resources	4
CF1100	Professional Development	4
CM1200	Effective Public Speaking	4
EN1101	Composition I	4
EN1102	Composition II	4
EN1200	Business Communications	4
EN2000	Introduction to Literature	4
GV1150	American Constitutional Law	4
PS1200	Principles of Psychology	4
SO1200	Principles of Sociology	4
MC1150	Introduction to Microcomputer Applications	4
MC1311	Word Processing I	4

Number of Credit/Clock Hrs. in Specialty: 48 / 702 Percentage: 50%  
Number of Credit/Clock Hrs. in General Courses: 48 / 580 Percentage: 50%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:            /            Percentage:

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

At the initial stage, one professional Librarian who holds an M.L.S. degree will be hired to establish the Library and start collection development. Depending on needs in servicing the BMC academic community, additional staff will be hired, either full time or part time, to ensure adequate access and quality services to patrons. Library hours will be established once the library officially opens.

**2. Number of volumes of professional material:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**3. Number of professional periodicals subscribed to:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**4. Other library facilities in close geographical proximity for student access:**

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**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreeappform.doc

**IV. FACULTY:** Attach completed Instructor's Qualification Record for each instructor.

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:**                      **Full-time:** \_\_\_\_\_ **Part-time:** \_\_\_\_\_

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

[illegible]

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Brown Mackie College - Indianapolis

Name of Program Associate of Science in Paralegal

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Sitara Thomas

Telephone Number 312.279.3823 Application Type

Date the Form was Prepared May 4, 2007 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The associate's degree program in Paralegal is designed to prepare students seeking entry-level employment directly under the supervision of an attorney and perform general work for a law firm. The objective of the program is to train students in the many phases of paralegal responsibilities. Legal courses are supplemented with business, computer applications, and general education courses that ensure the student's versatility and productivity in the business environment.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Associate of Science in Paralegal

TOTAL COURSE HOURS: 96 Check one: Quarter Hours ☒   
 Semester Hours ☐   
 Clock Hours ☐

LENGTH OF PROGRAM: 24 months TUITION: \$21,600

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BA1140	Business Law I	4
CJ2150	Criminal Procedure	4
GV1150	American Constitutional Law	4
PL1122	Legal Research	4
PL1123	Legal Writing	4
PL1230	Family Law	4
PL1450	Litigation	4
PL1530	Contract Law	4
PL1730	Property Law	4
PL1830	Criminal Law	4
PL2900	Paralegal Externship	4
BA1250	Human Resources	4
		4
		4
		4

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CF1100	Professional Development	4
CM1200	Effective Public Speaking	4
CM1800	Ethics	4
EN1101	Composition I	4
EN1102	Composition II	4
EN2000	Introduction to Literature	4
PS1200	Principles of Psychology	4
SO1200	Principles of Sociology	4
MC1150	Introduction to Microcomputer Applications	4
MC1211	Spreadsheets I	4
MC1311	Word Processing I	4
EN1200	Business Communications	4

Number of Credit/Clock Hrs. in Specialty: 48 / 650 Percentage: 50%  
Number of Credit/Clock Hrs. in General Courses: 48 / 582 Percentage: 50%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:          /          Percentage:



**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

At the initial stage, one professional Librarian who holds an M.L.S. degree will be hired to establish the Library and start collection development. Depending on needs in servicing the BMC academic community, additional staff will be hired, either full time or part time, to ensure adequate access and quality services to patrons. Library hours will be established once the library officially opens.

**2. Number of volumes of professional material:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**3. Number of professional periodicals subscribed to:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**4. Other library facilities in close geographical proximity for student access:**

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**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** \_\_\_\_\_ **Full-time:** \_\_\_\_\_ **Part-time:** \_\_\_\_\_

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Brown Mackie College – Indianapolis

Name of Program Bachelor of Science in Business Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Sitara Thomas

Telephone Number 312.279.3823 Application Type

Date the Form was Prepared May 4, 2007 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Bachelor of Science in Business Administration program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts, and key business competencies. The program prepares graduates to enter a variety of fields within the business arena or add to an existing set of skills.

Graduates of the program will:

- Apply principles and theories to workplace applications.
- Employ the vocabulary, generally accepted business principles, and procedures associated with the profession
- Utilize current technology to address business applications

The Bachelor of Science in Business Administration will be structured in the same manner as the Associate Degree Program in Business Management utilizing the current delivery model. The General Education coursework will provide a foundation for student success in the areas of writing, speaking, and critical thinking. Specialty courses will be focused on skills development in general business principles, management, accounting, economics, finance, marketing and marketing management,

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science in Business Administration

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒ x  
 \_\_\_\_\_ Semester Hours ☐  
 \_\_\_\_\_ Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 48 months TUITION: \$ \_\_\_\_\_

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AC1011	Principles of Accounting I	4
AC1012	Principles of Accounting II	4
AC1710	Payroll Management	4
BA 1140	Business Law I	4
BA2000	Business Law II	4
BA1000	Introduction to Business	4
BA 1250	Human Resources Management	4
BA 1300	Small Business Management	4
BA 2220	Marketing & Advertising	4
MK 4100	Consumer Behavior & Marketing Research	4
BA 2600	Principles of Finance	4
BA 2900	Business Externship	4
BA 3000	Organizational Behavior	4
BA 4000	Business Administration Externship	4
CM 1800	Ethics	4
EC 2000	Principles of Macroeconomics	4
EC 2100	Principles of Microeconomics	4
EC 3000	Money and Banking	4
EN 1200	Business Communication	4
FN 3000	Corporate Finance	4
MK 4200	Marketing Sales & Channel Management	4

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MC 1150	Introduction to Microcomputer Applications.	4
MC 1211	Spreadsheets I	4
MC 1311	Word Processing I	4
MC 1700	Professional Presentation Techniques	4
MC 3000	Application. of Management Information Systems	4
MG 2000	Management Principles	4
MG 4000	Global Business Management	4
MG4100	Operations Management	4
MK 4000	Retail Marketing	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CF1100	Professional Development	4
CM 1200	Effective Public Speaking	4
EN 1101	Composition I	4
EN 1102	Composition II	4
GV 1150	American Constitutional Law	4
EN 2000	Introduction to Literature	4
HM 3000	History of Art Through Middle Ages	4
HM 3100	History of Art through the Modern Times	4
MT 1770	College Mathematics	4
MT 3000	Statistics and Research	4
PH2000	Introduction to Philosophy	4
PS 1200	Principles of Psychology	4
SO 1200	Principles Of Sociology	4
BI 1361	Anatomy & Physiology	4
BI 2100	Elements of Microbiology	4

Number of Credit/Clock Hrs. in Specialty:	<u>120</u>	/	<u>1594</u>	Percentage:	<u>66</u>
Number of Credit/Clock Hrs. in General Courses:	<u>60</u>	/	<u>722</u>	Percentage:	<u>34</u>

If applicable:  
Number of Credit/Clock Hrs. in Liberal Arts:     N/A     /     N/A     Percentage:     N/A    

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

At the initial stage, one professional Librarian who holds an M.L.S. degree will be hired to establish the Library and start collection development. Depending on needs in servicing the BMC academic community, additional staff will be hired, either full time or part time, to ensure adequate access and quality services to patrons. Library hours will be established once the library officially opens.

**2. Number of volumes of professional material:**

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**3. Number of professional periodicals subscribed to:**

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**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** \_\_\_\_\_ **Full-time:** \_\_\_\_\_ **Part-time:** \_\_\_\_\_

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College – Indianapolis

Name of Program Bachelor of Science in Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Sitara Thomas

Telephone Number 312.279.3823 Application Type

Date the Form was Prepared May 4, 2007 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Bachelor of Science in Criminal Justice program prepares graduates to enter the criminal justice field in a number of disciplines. Graduates are given a broad perspective and critical insight into various segments of the criminal justice system. The program also provides a solid foundation of general education courses designed to prepare the graduate for a well rounded career in criminal justice.

Graduates of the program will

- Develop a broad understanding of law enforcement, the judicial system and the judicial process
- Demonstrate standards and principles in the criminal justice field.
- Demonstrate ethical discretion in the criminal justice environment.
- Analyze the impact of the criminal justice system on the community

The Bachelor of Science in Criminal Justice will be structured in the same manner as the Associate Degree Program in Criminal Justice utilizing the current delivery model. The General Education coursework will provide a foundation for student success in the areas of writing, speaking, and critical thinking. Specialty courses will focus on development of standards, principles, and the impact of the criminal justice system on society.



**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science in Criminal Justice

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒             
 Semester Hours ☐             
 Clock Hours ☐           

LENGTH OF PROGRAM: 48 months TUITION: \$40,500

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CJ 1002	Introduction to Law Enforcement	4
CJ 1004	Introduction to Corrections	4
CJ 1150	Introduction to Criminal Justice	4
CJ 1550	Criminal Investigation and Police Procedure	4
CJ 1560	Correctional Systems and Practices	4
CJ 2150	Criminal Procedure	4
CJ 2250	Juvenile Justice	4
CJ 2900	Criminal Justice Externship	4
CJ 3003	Juvenile Delinquency	4
CJ 3006	Law Enforcemnet Operations	4
CJ 3008	Criminalistics	4
CJ 3020	Civil Liability	4
CJ 3021	Probation and Parole	4
CJ 3022	Juvenile Procedures	4
CJ 4003	Critical Issues in Criminal Justice	4
CJ 4004	Family Violence	4
CJ 4005	Community Corrections	4
CJ 4010	Law Enforcement Supervision and Management	4
CJ 4012	Criminal Investigation	4

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CJ 4020	Criminalistics II	4
CJ 4900	Advanced Criminal Justice Externship	4
CM 1800	Ethics	4
EN 1200	Business Communications	4
BA 1140	Business Law	4
MC 1150	Introduction to Microcomputer Applications	4
PL 1122	Legal Research	4
MC 1311	Word Processing I	4
PL 1123	Legal Writing	4
MC 1800	Internet Research	4
PL 1830	Criminal Law	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BI 1361	Anatomy and Physiology	4
BI 2100	Elements of Microbiology	4
CF 1100	Professional Development	4
CM 1200	Effective Public Speaking	4
EN 1101	Composition I	4
EN 1102	Composition II	4
EN 2000	Introduction to Literature	4
GV 1150	American Constitutional Law	4
HM 3000	History of Art Through the Middle Ages	4
HM 3100	History of Art Through the Modern Times	4
MT 1770	College Mathematics	4
MT 2000 or	Statistics and Research	4
PH 2000	Introduction to Philosophy	4
PS 1200	Principles of Psychology	4
SO 1200	Principles of Sociology	4

Number of Credit/Clock Hrs. in Specialty: 120 / 1594 Percentage: 67%  
Number of Credit/Clock Hrs. in General Courses: 60 / 720 Percentage: 33%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:          /          Percentage:

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

At the initial stage, one professional Librarian who holds an M.L.S. degree will be hired to establish the Library and start collection development. Depending on needs in servicing the BMC academic community, additional staff will be hired, either full time or part time, to ensure adequate access and quality services to patrons. Library hours will be established once the library officially opens.

**2. Number of volumes of professional material:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**3. Number of professional periodicals subscribed to:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**4. Other library facilities in close geographical proximity for student access:**

Marion County: Indianapolis – Marion County Public Library; Boone County: Hussey – Mayfield Memorial Public Library, includes Zionsville; Hamilton County: Carmel Clay Public Library, Hamilton East Public Library, includes Noblesville and Fishers, and Westfield Public Library.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** \_\_\_\_\_ **Full-time:** \_\_\_\_\_ **Part-time:** \_\_\_\_\_

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

**INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Brown Mackie College – Indianapolis

Name of Program Bachelor of Science in Legal Studies

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Sitara Thomas

Telephone Number 312.279.3823 Application Type

Date the Form was Prepared May 4, 2007 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Legal Studies program prepares graduates to enter the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today's society. A solid foundation of general education studies enhances the core set of legal skills.

Graduates of the program will:

- Demonstrate standards and principles in the legal field
- Apply appropriate substantive and procedural law to relevant factual settings
- Demonstrate both oral and written communication skills necessary to analyze legal issues and prepare appropriate documentation

The Bachelor of Science in Legal Studies will be structured in the same manner as Brown Mackie College's Associate Degree Programs utilizing the current delivery model. The General Education coursework will provide a foundation for student success in the areas of writing, speaking, and critical thinking. Specialty courses will focus on development of standards, principles, and the impact of the legal system on society.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Legal Studies

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒  
 Semester Hours ☐  
 Clock Hours ☐

LENGTH OF PROGRAM: 48 months TUITION: \$40,500

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AC 1011	Principles of Accounting I	4
BA 1140	Business Law I	4
BA 1250	Human Resources	4
BA 2000	Business Law II	4
CJ 2150	Criminal Procedure	4
CM 1800	Ethics	4
EN 1200	Business Communications	4
LG 1000	Torts and Remedies	4
LG 2000	Estate Planning and Probate	4
LG 3000	Bankruptcy	4
LG 3003	Administrative Law	4
LG 3005	Insurance Law	4
LG 3006	Immigration Law	4
LG 4000	Advanced Legal Research	4
LG 4010	Evidence	4
LG 4020	Advanced Real Estate Law	4
LG 4030	Employment Law	4
LG 4050	Environmental Law	4
MC 1150	Introduction to Microcomputers	4

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MC 1211	Spreadsheets I	4
MC 1311	Word Processing I	4
PL 1121	Legal Research and Writing I	4
PL 1125	Legal Research and Writing II	4
PL 1230	Family Law	4
PL 1330	Computers in the Legal Office	4
PL 1450	Litigation	4
PL 1530	Contracts	4
PL 1730	Property Law	4
PL 1830	Criminal	4
PL 2900	Paralegal Externship	4
PL 4100	Legal Externship II	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BI 1361	Anatomy and Physiology	4
BI 2100	Elements of Microbiology	4
CF 1100	Professional Development	4
CM 1800	Effective Public Speaking	4
EN 1101	Composition I	4
EN 1102	Composition II	4
EN 2000	Introduction to Literature	4
GV 1150	American Constitutional Law	4
HM 3000	History of Art Through the Middle Ages	4
HM 3100	History of Art Through the Modern Ages	4
MT 1770	College Mathematics	4
MT 2000 or	Statistics and Research	4
PS 1200	Principles of Psychology	4
SO 1200	Principles of Sociology	4

Number of Credit/Clock Hrs. in Specialty:  $\frac{124}{56}$  /  $\frac{1642}{672}$  Percentage:  $\frac{69\%}{31\%}$   
 Number of Credit/Clock Hrs. in General Courses:

If applicable:  
 Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

At the initial stage, one professional Librarian who holds an M.L.S. degree will be hired to establish the Library and start collection development. Depending on needs in servicing the BMC academic community, additional staff will be hired, either full time or part time, to ensure adequate access and quality services to patrons. Library hours will be established once the library officially opens.

**2. Number of volumes of professional material:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**3. Number of professional periodicals subscribed to:**

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

**4. Other library facilities in close geographical proximity for student access:**

Marion County: Indianapolis – Marion County Public Library; Boone County: Hussey – Mayfield Memorial Public Library, includes Zionsville; Hamilton County: Carmel Clay Public Library, Hamilton East Public Library, includes Noblesville and Fishers, and Westfield Public Library.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc



**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** \_\_\_\_\_ **Full-time:** \_\_\_\_\_ **Part-time:** \_\_\_\_\_

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

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# Attachment Two

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## Brown Mackie College - Indianapolis Library Start-Up Plan

# Attachment Two

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## Brown Mackie College - Indianapolis Library Start-Up Plan

# **Brown Mackie College-Indianapolis**

## **Library Start-Up Plan**

### **Introduction**

Brown Mackie College-Indianapolis (BMC), a branch of Brown Mackie College-Findlay (1700 Fostoria Ave. – Suite 100, Findlay, OH 45840), is a career-oriented post-secondary institution of higher learning to be started in Indianapolis, Indiana, in January 2008. The Library, also known as the Learning Resource Center, will be one operational unit in the Academic Affairs Department. This Library Start-Up Plan outlines and describes the mission, governance, staff, services, and collection strategies of the Library, and the financial resources allocated to support the fulfillment of the plan.

### **Mission and Goals**

The mission of the Library is to support learning and to encourage intellectual curiosity within the academic community. The library staff work in conjunction with faculty to help students develop information literacy—the ability to find, evaluate, and use information to become independent life-long learners.

The Library shall fulfill its mission through implementing various strategies to achieve the following major goals:

1. To develop and provide access to a high quality collection of information resources which support the educational, professional, and informational needs of the BMC community.
2. To organize, manage, and maintain the collection and equipment for maximum access to resources.
3. To provide and maintain an exceptional level of patron service.
4. To promote the use of the library and its information resources.

(The mission and goals will be evaluated by the professional staff and the Library Advisory Committee once the Library starts operating and modified as they see fit. Additionally, the mission and goals will be evaluated on a regular basis in the future to make sure that they are in alignment and support the missions of the two institutions of higher learning.)

### **Governance and Membership**

The Library is an integral part of the Academic Affairs Department and hence operated under the guidance of the Dean of Academic Affairs. Head Librarian manages the day-to-day operations of the Library and reports to the Dean of Academic Affairs (Specific reporting and supervisory relationship will be determined when operation commences).

A Library Advisory Committee will be formed, and its members comprise primarily of faculty members from the various academic fields. The Head Librarian is by default the chairperson of the Library Advisory Committee. The purpose of the Committee is to advise and aid the Librarian in collection development and the formation of the policies and rules that govern use of the library resources. All policies, rules, and procedures must be reviewed and approved by the Dean of Academic Affairs before they are implemented. The Library Advisory Committee members are also responsible for acting as a liaison between the academic departments and the Library.

The Library will be an institutional member of the EDMC Library Consortium, which is comprised of libraries at the various locations of all EDMC educational systems, namely, The Art Institutes, Argosy University, Brown Mackie College, and South University. As a start-up library, it will benefit from the support of fellow professional librarians and additional resources via an inter-library loan agreement with sister libraries.

### **Staff**

At the initial stage, one professional Librarian who holds an M.L.S. degree will be hired to establish the Library and start collection development. Depending on needs in servicing the BMC academic community, additional staff will be hired, either full time or part time, to ensure adequate access and quality services to patrons.

### **Policies and Procedures**

Policies and procedures will be developed to ensure that the mission of the Library is fulfilled and the major goals achieved. Such policies and procedures will be created under the leadership of the Head Librarian and with input and participation of faculty through the Library Advisory Committee. The Librarian will also get support and assistance from fellow librarians in the EDMC Library Consortium. All policies and procedures must be consistent with the two institutions' general policies and procedures as published in the catalogs or elsewhere and help the institutions fulfill their overall missions and goals. Therefore, all library policies and procedures must be reviewed and approved by the Dean of Academic Affairs before there are implemented.

Library policies and procedures shall be reviewed and updated on a regular basis. Such reviewing activities and decisions should be recorded in the minutes of the Library Advisory Committee.

### **Service**

It is the customer service policy of the BMC Library to provide access to all information (collection holdings) and services offered by our facility to students, faculty, staff, alumni and invited guests without censorship or limitation. Patrons are encouraged to utilize our resources responsibly and respect the rights of other patrons by returning materials in a timely manner. The library reserves the right to deny service and/or forbid access to any abuser of our facility, including, but not limited to: theft, material destruction, and inappropriate Internet searches (pornography, graphic violence) in a public space which others may find offensive.

Specific service hours will be decided by the Head Librarian with input from the Library Advisory Committee and guidance and approval of the Dean of Academic Affairs. Such hours will be posted where they are easily visible to patrons.

### **Facilities and Equipment**

Adequate space, furniture, equipment, and technology will be provided in the Library to service the student body and faculty of the College and other constituents. Industry standard cataloging and security systems and equipment for print and electronic resources will be purchased to meet the operational needs.

### **Collection Development**

**General Guidelines** One of the major goals of the Library is: *To develop and provide access to a high quality collection of information resources which support the educational, professional, and informational needs of the BMC community.* Library collection development is to be conducted mindful of this goal. The following serve as general guidelines for collection development before the Library and the Library Advisory Committee develop the Library's long term Collection Development Policy:

- Collection development should reflect the nature of career-oriented academic programs and their unique curricular needs.
- Collection development should follow the general guidelines of the Association of College and Research Libraries in terms of quantity to ensure that the Library has adequate resources to facilitate the learning and teaching of the students and faculty.
- Collection development should maintain that the library resource items are updated regularly and kept current.
- Collection development should cover resources of various media such as print and electronic, portable and online, etc.

**Library Items and Online Databases** In the first year of operation, the Library will acquire 1,000 to 1,500 library items, depending on the enrollment growth. (Each book, DVD, Video, and CD-ROM counts as one item. Each volume of an encyclopedia or series counts as one item.) The library will begin subscriptions to a group of curriculum-related magazines and periodicals and renew these annually. Suggested titles are included in the appendix to this plan.

Additionally, the Library will become a member of INSPIRE, the Indiana Virtual Library, which provides group purchase of a variety of databases such as Academic Search Elite, CINAHL, Medline, Health Source: Nursing/Academic Edition, Business Source Premier, Career Collection and LitFinder. The Library will investigate the possibility of joining INCOLSA, the Indiana Cooperative Library Service Authority, so that it may participate in Indiana-oriented ILL activities.

Finally, the Library will also subscribe to one or more of the following curriculum-related online electronic databases:

1. Lexis/Nexis
2. WestLaw
3. Wilson OmniFile: Full Text Select Edition
4. Oxford Reference Online

**Initial Acquisitions** Initial acquisitions will be purchased according the final decision on the program offerings. Some fundamental resource items are listed in the appendix entitled "Recommended Library Resources." The Head Librarian will lead the process of developing the Library's collection.

**Budgeted Funds** Adequate funds have been budgeted to develop the appropriate library items to support the academic programs with the initial enrollments. Depending on the actual enrollment over the months, spending on Library resource items can go as much as \$80,000 in the first year of operation.

## Appendix

### **Recommended Library Resources for BMC Indianapolis**

The following resource items were recommended by Brown Mackie College Librarians Paula Ohlde, BMC-Kansas City, and Judy Hickman, BMC Merrillville and Program Chairs to support the following program areas:

- Business Management/Administration
- Criminal Justice
- Healthcare Administration
- Medical Assisting
- Paralegal/Legal Studies

These lists, current as of May 2007, serve as a general frame of reference. When the Head Librarian is hired, the individual will be charged with the responsibility to consult the faculty and develop adequate resources to support the programs to be offered at Brown Mackie College-Indianapolis.

#### **Allied Health & Nursing:**

Adams & Victor's Principles of Neurology by Allan Ropper and Robert Brown. ISBN: 007141620X

Acid-Base, Fluids, & Electrolytes Made Ridiculously Simple by Dr. Richard Preston. ISBN: 0-940780-31-3

Advancing Your Career: Concepts of Professional Nursing by Rose Kearney-Nunnery. ISBN: 0-8036-1216-8

Andrews Diseases of the Skin. ISBN: 0721629210

Atlas of Pathophysiology. ISBN: 1-58255-364-5

Atlas of Sexually Transmitted Diseases and AIDS. ISBN: 0723432270

Basic & Clinical Pharmacology by Bertram Katzung. McGraw-Hill. ISBN: 0-07141-10-92-9

Basic Concepts of Psychiatric-Mental Health Nursing. ISBN: 0-7817-4517-9

Basic Nutrition by Lori Smolin and Mary Grosvenor. ISBN: 0-7910-7850-7

Bioethics for Students: Issues in Medicine. Three-volume set. ISBN: 0-02-864940-0

Blindness and Vision Impairment by Ill Sardegna [et al.]. ISBN: 0816042802



Blueprints Clinical Procedures by Laurie Marbas and Erin Case. ISBN: 1-4051-0388-4

Cambridge Encyclopedia of Human Growth & Development. ISBN: 0-521-56046-2

Classic Cases in Medical Ethics: Accounts of Cases that Have Shaped Medical Ethics by Gregory Pence. ISBN: 0-0730-3986-1

Clinical Essentials of Pain Management. ISBN: 1591471532

Coding with Modifiers: A Guide to Correct CPT and HCPCS Level II Modifier Usage by Deborah Grider. ISBN: 1-5794-7546-9

Competency Check-Off Guides by Kris A. Hardy. ISBN: 0-8036-1468-3

Current Medical Diagnosis and Treatment. ISBN: 0071472479

2006 CPT. AMA ISBN: 1-5794-7697-X OR: Professional version. AMA ISBN 1-5794-6698-8

Deafness & Hearing Disorders by Carol Turkington & Allen Sussman. ISBN: 0816056153

Dermatology. ISBN: 0323024092 (Set)

Diagnostic & Statistical Manual of Mental Disorders DSM-IV-TR by the American Psychiatric Association. ISBN: 0-89042-0240-6

Dosage Calculations by Gloria Pickar. ISBN: 0-7668-6286-0

Encyclopedia of Genetic Disorders & Birth Defects by James Wynbrandt & Mark Ludman. ISBN: 0-8160-3809-0

Fluids and Electrolytes. ISBN: 1582554145

Gale Encyclopedia of Genetic Disorders. ISBN: 1414403658

Gale Encyclopedia of Children's Health. ISBN: 0787692417

Gale Encyclopedia of Mental Disorders. ISBN: 0-7876-9150-X

Gale Encyclopedia of Nursing & Allied Health. ISBN: 1414403747

Genetics by Susan Elrod and William Stanfield. ISBN: 0-07-136206-1

Gerontological Nursing by Charlotte Eliopoulos. ISBN: 0-7817-4428-8

Geriatric Nursing Care Plans. ISBN: 0-7668-5992-4

Growth & Development Handbook: Newborn Through Adolescent by Barbara Mandleco.  
ISBN: 1—4018-1013-6

Guide to EKG Interpretation. ISBN: 0-8214-1328-7

Handbook of Antibiotics. ISBN: 0-7817-1611-X

Handbook of Laboratory & Diagnostic Tests with Nursing Implications by Joyce  
LeFever Kee. ISBN: 0-13-118017-7

Handbook of Interpretation of Diagnostic Tests by Dr. Jacques Wallach. ISBN: 0-7817-  
1221-1

HCPCS Desk Reference 2006. ISBN: 1-5633-7693-8

HIPPA in Daily Practice. ISBN: 0-9660-7441-6

Human Diseases and Conditions. Three-volume set. ISBN: 0-684-80543-X

ICD-9 Book, V. 1,2,3. Practice Management Information. ISBN: 1-5706-6318-1 Or:  
ICD-9 Professional. Ingenix. ISBN: 1-5633-7582-6 OR: ICD-9-CM Physicians. AMA.  
ISBN: 1-5794-7575-2.

ICD-9 CM Coding Handbook with Answers. ISBN: 1-55648-315-5

Introduction to Maternity & Pediatric Nursing by Gloria Leifer. ISBN: 0-7216-9334-2

Lab Notes: Guide to Lab & Diagnostics. ISBN: 0-8036-1265-6

Law, Liability, and Ethics for Medical Office Professionals. Thomson/Delmar. 1-4018-  
4033-7

Lippincotts Pharmacology. ISBN: 0-7817-2413-9

Managed Care: What It Is and How It Works by Peter R. Kongstvedt. ISBN: 0-7637-  
2498-X

Managed Health Care Simplified. Terminology. ISBN 0-7668-2050-5

Medical Dictionaries. Most common: Stedman, Dorland, Mosby, Merriam-Webster.

Medications & Mathematics for the Nurse by Jane Rice. ISBN: 0766830802

Medical-Surgical Nursing: Critical Thinking in Client Care. ISBN: 0-13-099075-2

Medical Tests Sourcebook. ISBN: 0-7808-0670-0

Merck Manual of Medical Information. ISBN: 0-911910-35-2

NANDA, NOC, & NIC Linkages: Nursing Diagnoses, Outcomes, & Interventions.  
ISBN: 0-3230-3194-3

NCLEX-PN Review. ISBN: 0-8036-1459-4

NCLEX-RN Review. ISBN: 1-4160-3199-5

No Place Like Home: A History of Nursing & Home Care in the U.S. by Karen Buhler-Wilkerson. ISBN: 0-8018-7318-5

Nursing Care Plans & Documentation: Nursing Diagnoses & Collaborative Problems by Lynda Juall Carpenito-Moyet. ISBN: 0-7817-3906-3

Nursing Care Plans: Nursing Diagnosis & Intervention. ISBN: 0-323-01627-8

Nursing Care Plans: Guidelines for Individualizing Patient Care. ISBN: 08036-0946-9

Nursing Patients with Cancer: Principles & Practice. ISBN: 0443-07288-4

Nutrition & Weight Management by Lori Smolin and Mary Grosvenor. ISBN: 0-7910-7852-3

Organizational Ethics in Health Care: Principles, Cases, & Practical Solutions. ISBN: 0-7879-5558-2

Pain by Cathy Stannard and Sara Booth. ISBN: 0-443-07424-0

PDR 2006. Thomson. ISBN: 1-5636-3527-5

Pediatric Nursing Care Plans. ISBN: 0-7668-5994-0

Pharmacology for Nursing Care by Richard Lehne. ISBN: 0-7216-9843-3

Phlebotomy Essentials by Ruth McCall and Cathee Tankersley. ISBN: 0-7817-3452-5

Photographic Atlas for the Microbiology Laboratory by Michael Leboffe & Burton Pierce. ISBN: 0895826569

Physician's Guide to Rare Diseases. Dowden Publishing Co. ISBN: 0-9628716-1-3

Principles of CPT Coding. ISBN: 1-5794-7411-X

Principles of ICD-9 Coding. ISBN: 1-5794-7352-0

Professional Guide to Diseases. ISBN: 1-58255-073-5

Study Guide for The NET, The HOBET, The HELP Entrance Tests. ISBN: 0-96755446-4-5

Success in Practical/Vocational Nursing: From Student to Leader by Signe Hill & Helen Stephens Howlett. ISBN: 0-7216-0349-1

Test Success: Test-Taking Techniques for Beginning Nursing Students by Patricia Nugent & Barbara Vitale. ISBN: 0-8036-1162-5

Top 100 Health-Care Careers—Your Complete Guidebook to Training & Jobs in Allied Health, Nursing, Medicine, & More. ISBN: 1-59357-178-X

Williams Manual of Hematology. ISBN: 0-07-139913-5

Wong's Essentials of Pediatric Nursing. ISBN: 0-323-02593-5

Working in Health Care: What You Need to Know to Succeed by Michael W. Drafke. ISBN: 0-8036-0965-5

**Additional Allied Health Collection Development: media:**

At least one good family health book and/or guide (e.g. Mayo) as well as a variety of books/videos on various medical issues/challenges (e.g. alternative medicine, asthma, AIDS, depression, cancer, stress, stem cell research, genetic engineering, etc.).

Mosby & Delmar both carry well-respected nursing videos/DVDs for classroom presentation. When BMC-KC began our program, the start up audiovisual materials mandated were:

Mosby's Nursing Skills Series: Intermediate 0323013767 (\$2352),  
Mosby's Nursing Assistant skills: Basic Principles 032301366X (\$2352).

We have since added:

Mathematics for Nursing by Concept Media

Lippincott's Maternity Nursing Video series 0781786266

Early Childhood Health Issues by Meridian Education Corp.

11106-KS, Surgical Asepsis & Sterile Technique by Insight Media,

HIPPA: Privacy & Security in Depth for Healthcare Providers (Also used by Legal) through Legal Insight

Thomson Delmar Learning's Skills and Procedures for Medical Assistants 1401838365.

**Magazines:**

Medical Assistant Today

The Mayo Clinic Health Newsletter ISSN: 0741-6245

JOGNN (Journal of Obstetric, Gynecologic, & Neonatal Nursing) ISSN: 0884-2175 ,

LPN2006 ISSN: 1553-0582

AJN ISSN: 0002-936X).

**Database possibilities:**

General health (Check with your local public library or state library association. Many states offer free access to fee-based databases of interest). For nursing programs:

CINAHL, Medscape, and Medline.

**Business Management:**

Absolute Honesty by Larry Johnson and Bob Philips. ISBN: 0-8144-0781-1

Business Ethics by John Dienhart. ISBN: 0-8743-6867-4

Business Ethics: Can Ethics be Taught? by William Shaw. ISBN: 0-5346-1972X

The Business Ethics Activity Book: 50 Exercises for Promoting Integrity at Work  
by Marlene Caroselli. ISBN: 0-8144-7200-1

Business, Institutions, and Ethics: A Text with Cases and Readings by John Dienhart.  
ISBN: 0-1950-8080-7

Complete Guide to Non-Profit Management. 0-471-38062-8

Diversity Leaders Not Labels by Stedman Graham. 0-7432-3437-5.

Ethical Ambition: Living a Life of Meaning and Worth by Derrick Dell. ISBN: 1-5823-4205-9

Ethics in the Workplace by Robert Larmer. ISBN: 0-5345-4659-5

Essential Drucker: The Best 60 Years of Peter Drucker's Essential Writings on  
Management. ISBN: 0-060-9357-X

Encyclopedia of Major Marketing Campaigns. 0-7876-7356-0.

First Break All the Rules: What the World's Greatest Managers Do Differently by  
Marcus Buckingham. ISBN: 0-6848-5286-1

Good to Great: Why Some Companies Make the Leap and Others Don't by Jim Collins.  
ISBN: 0-0666-2099-6

Group Dynamics for Teams by Daniel Levi. 978-0761922544.

The HR Answer Book by Shawn Smith. 0-8144-7223-0.

Current income tax guidelines from the IRS/State Government, e.g., [www.irs.gov](http://www.irs.gov)

Leadership by Rudolph Guiliani & Ken Kurson. ISBN: 0786868414.

The Leadership Challenge by James Kouzes & Barry Posner. ISBN 0-7879-6833-1

Managing Leadership: Toward New & Usable Understanding of What Leadership Really Is & How to Manage It by Jim Stroup. ISBN: 0-5953-1551-8

The Positive Power of No by Kim Demotte. ISBN: 978-1889150406.

Schaum's Outlines on Accounting are rated by Amazon at 4 or 5 stars. Cost per item is around \$12).

Small Business Bible by Steven Strauss. 0471-68431-0.

Team Dynamics. 0-538-72485-4.

The 21 Indispensable Qualities of a Leader: Becoming the Person Others Will Want to Follow by John Maxwell. ISBN: 0-7852-7440-5.

### **Business Media possibilities:**

Videos on entrepreneurs (e.g., Bill Gates, Peter Coors, Warren Buffet, etc.).

Other topics such as:

Business Ethics: Truth in Advertising by Films for the Humanities 7141-KS (\$70).

Key Functions of Business: A Case Study. DVD by Cambridge Educational//Films for the Humanities 35946-KS (\$60).

Passion & Discipline: Don Quixote's Lessons for Leadership. Films for the Humanities 32626-KS (\$150)

### **Magazines:**

Subscriptions to the local Business Journal, newspapers, and magazines such as Time, Business Week, and Newsweek.

### **Career Development:**

Books that provide career opportunities, resume, and cover letter assistance in respective areas of study

Great Jobs for Criminal Justice Majors by Stephen Lambert. ISBN: 0-6580-1063-8

Resumes for Health & Medical Careers 0-07-141154-2.

Basics for Getting a Job by Janet Garber 0-76-0740240.

Knock 'em Dead book series.

Best Resumes for College Students and New Graduates 1-59-357238-7

5 Steps to Professional Presence by Susan Blixer 1-5806-2442-1

Job Interview Tips for People with Not So Hot Backgrounds by Caryl & Ron Krannich  
157023213X

Real Resumes for Career Changers 1885288174

Resumes for First Time Job Hunters 0-07-143852-1

What Color is Your Parachute by Richard Bolles 1-58008794-9

Audiovisual materials such as Keys to Interviewing Success by Films for the Humanities  
32670 (\$100)

### **Computer Software & Applications:**

Absolute Beginner's Guide to Computer Basics by Michael Miller. ISBN: 0-7897-2896-6

Autocad 2007 and Autocad LT 2007 Bible. 1418048925 (In preparation for upgrade as well as the Autocad Bible for version, currently, in use)

Bigelow's PC Hardware Desk Reference. ISBN: 0-0722-2525-4

The Internet for Dummies by John R. Levine, et al. ISBN: 0-7645-4163-0.

Ethics and Technology: Ethical Issues in an Age of Information and Computer Technology by Herman Tavani. ISBN: 0-4712-4966-1

Excel 2003 for Dummies by Greg Harvey. ISBN: 0-7645-3756-3 (Still using 03, but 2007 is out and anticipate future upgrade. May want to collection material on both)

Expert Resumes for Computer and Web Jobs by Wendy S. Enelow. ISBN: 1-5637-0798-5

Fundamentals of Geometric Dimensioning & Tolerance 0827379951

How Computers Work by Ron White and Tim Edwards. ISBN: 0-7897-3033-2

How to Use Computers: The Complete Visual Solution by Lisa Biow. ISBN: 1-5627-6566-3

Learning Web Design: A Beginner's Guide to HTML and Beyond by Jennifer Niederst. ISBN: 0-5960-0484-2

Office XP Simplified by Ruth Maran. ISBN: 0-7645-0850-4 (Might want to begin collecting Vista materials. Speculation is that we will be upgrading to that in the near future)

PCs for Dummies by Dan and Sandra Gookin. ISBN: 0-7645-0722-2

Microsoft Office PowerPoint 2007 Bible 0470043687

PowerPoint 2003 for Dummies by Doug Lowe. ISBN: 0-7645-3908-6 (Currently, in use)

Upgrading & Repairing PCs 0789734044

**Paralegal:**

Criminal Justice/ ALWD Citation Manual by Darby

Dickerson. ISBN: 0-7355-3640-6 (\$25)

Black's Law Dictionary. West Group. ISBN: 0-314-15199-0 (\$62)

The Constitution by Enslow Publishers. 12 book "series." Historical background through key amendments and The Bill of Rights. ISBN: No series number. Individual available on Enslow website [www.enslow.com](http://www.enslow.com). (\$266)

Constitutional Amendments: From Freedom of Speech to Flag Burning. Gale. Three-volume set. ISBN: 0-7876-4865-5 (\$120)

Courtroom Drama: 120 of the World's Most Notable Trials. Gale. Three-volume set. ISBN: 0-7876-1735-0 (\$139)

Criminal Law 0314256709 (\$40)

The Criminal Mind: A Writer's Guide to Forensic Psychology. ISBN: 1-58297-079-3 (\$13)

Criminal Procedure 0314152113(\$55)



Crime and Punishment in America. Gale. Four-volume set. Available December 2004. ISBN: 0-7876-9162-3 (\$200)

Ethics and Professional Responsibility for Paralegals by Theresa Cannon. ISBN: 0-7355-2904-3 (\$66)

Forensics for Dummies by Douglas Lyle. ISBN: 0-7645-5580-4 (\$14)

The Forensic Casebook: The Science of Crime Scene Investigation by Ngaire Genge, et al. ISBN: 0-3454-5203-8 (\$17)

Health Law 0314239391 (\$55)

Kirk's Fire Investigation by John D. DeHaan. ISBN: 0-13-060458-5 (\$75)

Nolo's Encyclopedia of Everyday Law: Answers to Your Most Frequently Asked Legal Questions by Shae Irving, et al. ISBN: 0-87337-976-4 (\$30)

Path of the Warrior: An Ethical Guide to Personal and Professional Development in the Field of Criminal Justice by Larry Jetmore. ISBN: 1-8890-3105-4 (\$18)

The Patriot's Handbook by George Grant. ISBN: 1-888952-03-2 (\$13)

Supreme Court Drama: Cases that Changed America. Gale. Four-volume set. ISBN: 0-7876-4877-9 (\$139)

West's Encyclopedia of American Law 0787663670 (\$900)

World of Criminal Justice. Gale. 2 v. set. ISBN: 0-7876-4959-7 (\$170)

"Home" state and federal statutes, court rules and procedures.

The institution's state "Recorder" (e.g. West's Indiana Reporter, The Indiana Supreme Court Reporter, etc.—Approximately: \$2000) and "Digest" (e.g. West's Indiana Digest, Kansas Digest, etc.—Approximately: \$3000).

On the federal level, American Jurisprudence is desirable. These are expensive items. You will want to add as funding and/or opportunities for donations from law firms/courts arise.

Check with respective Department Chairs to see if your state poses any unique legal requirements.

Investigate whether your state has an Association of Legal Secretaries that publishes a handbook.

**Legal/Criminal Justice Media possibilities:**

Frequently used legal videos: Amistad, Civil Action, Dead Man Walking, Gideon's Trumpet, The Firm, 12 Angry Men, etc.

Criminal Justice videos: Serial Killers-- Profiling the Criminal Mind, Charles Manson, Jeffrey Dahmer, Behind the Mask of Sanity: Psychopathy, etc. Can be purchased from vendors such as Films for the Humanities.

**Magazines:**

Corrections Today (ISSN: 0190-2563 Telephone: 301-918-1800).

Paralegal -- @ Law: The NALS Magazine for Legal Professionals (ISSN: 1089-7216 Telephone: 918-582-5188)

LAT: Legal Assistant Today (ISSN: 1051-3663 Telephone: 800-394-2626)

National Paralegal Reporter (ISSN: 1058-482X Telephone: 816-942-1600).

**Database possibilities:**

Lawchek, Westlaw, and/or Lexis/Nexis.

**Additional Criminal Justice/Legal Assistant suggestions:**

Current books on cloning, stem cell research, genetic engineering, for use in Medical Ethics classes.

174 HAL LAW 2006

Halbert, Terry Law & ethics in the business environment

174 POL ETH 2004

Pollock, Joyce Ethics in crime and justice: Dilemmas & decisions

179.7 FIS ETH 2005

Fisanick, Nick (editor) The ethics of capital punishment

305.3 GER SEX 1999

Gerdes, Louise I. (editor) Sexual harassment

305.8 HUL ETH 1997

Hull, Mary Ethnic violence

306.76 OUE HOM 2004

Ojeda, Auriana (editor) Homosexuality

306.76 ROL GAY 1997

Roleff, Tamara L. (editor) Gay rights

323 LEV POI 2004

Point—Counterpoint: Readings in American Government

323 TOR CIV 2004

Torr, James D. Civil liberties and the war on terrorism

323 YOU EAS 1996

Young, Andrew An easy burden: The Civil Rights Movement and the transformation of American

323.11 USC LIF 2004

Uschan, Michael V. The 1960's: Life on the front lines: The fight for Civil Rights

323.44 BRI RIG 2003

Bridegam, Martha A. The right to privacy

323.4 VAL GUN 2002

Valdez, Angela Gun control

323.44 COR FRE 2004

Cornwell, Nancy C. Freedom of the press: Rights under the law

323.44 KEN INV 2005

Kennan, Kevin M. Invasion of privacy

328.73 BIN WOM 1997

Bingham, Clara Women on the hill: Challenging the culture of Congress

323.73 HOL WHO 1996

Holtzman, Elizabeth Who said it would be easy? One woman's life in the political arena

340 BRO WHA 2006

Brookhiser, Richard What would the founders do? Our questions, their answers

340 EVE FUN 2000

Everett, Pamela I. Fundamentals of law office management: Systems, procedures, and ethics

340 KAT TAK 2000

Katsh, M. Ethan Taking sides: Clashing views on controversial legal issues

340 ROP USI 2000

Roper, Brent D. Using computers in the law office

340.023 HEL ADV 2001

Helegitz, Jeffery A. Advanced employment law

340.5 SCH INT 2002

Schulze, Enika Introduction to the American legal system

342.08 HEL UNI 2002

Helewitz, Jeffery A. United States immigration law

342.73 ALB GUA 2004

Albers, Lisa Guaranteed rights: The legislation that protects youth with special needs

342.73 BRE FRE 2004

Bresler, Robert J. Freedom of association: Rights and liberties under the law

342.73 CAR CIV 2006

Carroll, Jamuna (editor) Civil liberties and war

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Klarman, Michael J. From Jim Crow to Civil Rights: The Supreme Court and the struggle for racial equality

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Kmiec, Douglas W. The American constitutional order: History, cases, and AME philosophy

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Kmiec, Douglas W. The American constitutional order: History, cases, and philosophy

343.73 MAR POL 2005

Marzilli, Alan Policing the Internet

342.73 MON WOR 2003

Monk, Linda R. The words we live by: Your annotated guide to the Constitution

342.73 NAH CON 1995

Nahmod, Sheldon H. Constitutional torts

342.73 STE FRE 2004

Steffen, Bradley The Free Speech movement

342.73 STE RIG 2004

Stephenson, Jr., Donald Grier The right to vote: Rights and liberties under the law

344.73 HOG MIR 1999

Hogrogain, John Miranda v. Arizona: The rights of the accused

345 COL NOE 1999

Cole, David No equal justice: Race and class in the American criminal justice system

345.73 AHR YOU 2005

Ahranjani, Maryam Youth justice in America

345.73 BRI SEA 2005

Bridegam, Martha A. Search and seizure

345.73 CHA INF 1997

Chadwick, Bruce Infamous trials

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Feld, Barry C. Juvenile justice administration in a nutshell

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Hile, Kevin Trial of juveniles as adults

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Hudson, Jr., David L. Rights of students

345.73 ISR CRI 2001

Israel, Jerold H. Criminal procedures in a nutshell

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Koopmans, Andy Leopold and Loeb: Teen killers

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Layzell, Judy (editor) Should juveniles be tried as adults?

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Loewy, Arnold H. Criminal law in a nutshell

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McCord, James W. H. Criminal law and procedure for the paralegal A systems approach

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Napolitano, Judge Andrew P. Constitutional chaos: What happens when the government breaks its own laws

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Ruschmann, Paul Legalizing marijuana

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 Stephens, Otis H. Unreasonable searches and seizures

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 Taylor, John B. Right to counsel and privilege against self-incrimination

345.73 TUB FRE 2005  
 Tubb, Kristin O'Donnell Freedom from cruel and unusual punishment

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 White, Welsh S. Litigating in the shadow of death: Defense attorneys in capital cases

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 Winters, Robert (editor) The right to a trial by jury

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 Kirby, Barbara E. Red & black: The debtor/creditor relationship

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 Neipert, David M. Law of global commerce: A tour

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 Goldman, Arnold J. Business law, principles, and practices

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 Hill, Denise Business organizations law review manual

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 Singer, Joseph William Property law: Rules, policies, and practices

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 Torr, James D. (editor) Internet piracy

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 Leving, Jeffery M. Fathers' rights: Hard-hitting and fair advice for every father involved in a custody dispute

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 Oliphant, Robert E. Family law: Examples & explanations

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Kionka, Edward J. Torts in a nutshell

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Shapo, Marshall S. Principles of tort law

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Bernhardt, Roger Real property in a nutshell

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Kane, Mary Kay Civil procedure in a nutshell

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Parrish, Michael E. The Hughes Court: Justices, rulings, and legacy

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Renstrom, Peter G. The Stone Court: Justices, rulings, and legacy

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Scalia, Antonin A matter of interpretation: Federal courts and the law

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Schroeder, Cynthia Bandars Civil interviewing and investigation for paralegals

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Wolf, Robert V. The jury system

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Fine, Toni M. American legal systems: A resource and reference guide

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Friedman, Lawrence M. American law in the 20th century

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Van Dervort, Thomas R. American law and the legal system: Equal justice under the law

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Reese, Laura A. Implementing sexual harassment policy: Challenges for the public sector workplace.

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Stalcup, Brenda (editor) The disabled

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Libal, Joyce Somebody hear me crying: Youth in Protective Services

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Libal, Joyce A house between homes: Youth in the foster care system

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De Hahn, Tracee Crimes against children: Child abuse and neglect

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Lloyd, J. D. (editor) Family violence

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Leshin, Cynthia B. Internet investigations in criminal justice

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Axelrod, Alan The complete idiot's guide to criminal investigation

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Gene, N. E. The forensic casebook? The science of crime scene investigation

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Lyle, D. P. Forensics for dummies

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Orthmann, Christine M. H. Criminal investigation study guide

363.25 SIL FRA 2005

Silverstone, Howard Fraud 101: Techniques and strategies for detection

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Tilstone, William J. Forensic science: An encyclopedia of history, methods, and techniques

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Reichel, Philip L. Comparative criminal justice systems

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Espejo, Roman (editor) What is a hate crime?

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Kim, Henny H. (editor) Youth violence

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Banks, Cyndi Punishment in America

365 CON NEW 2001  
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Walsh, John Tears of rage: From grieving father to crusader for justice

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Sharpe, Charles C Frauds, against the elderly

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Champion, Dean John Probation, parole, and community corrections

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Seiter, Richard P. Corrections: An introduction

364.66 ESP DOE 2003  
Espejo, Roman (editor) Does capital punishment deter crime?

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Marzilli, Alan Capital punishment

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Schmallegger, Frank Criminal justice today: An introductory text for the 21st century

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Price, Byron Eugene Merchandizing prisoners: Who really pays for prison privatization?

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Kafka, Tina DNA on trial

660.6 NAR CLO2002  
Nardo, Don Cloning

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McKinney, Anne (editor) Real resumes for legal & paralegal jobs

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Roderick, Wanda W. Legal studies, to wit: Basic legal terminology and transcription

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Goldman, Thomas F. Accounting and taxation for paralegals

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RES 342.73 DAV SUP 1995

Davis, Abraham L. The Supreme Court, race, and civil rights

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Hall, Daniel Administrative law

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Henderson, Harry Gun control

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Falcone, David N. Dictionary of American criminal justice, criminology and..

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Uliana, Stacy Sentencing law

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Huges, Valerie Criminal trial law

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Alleman, Thomas B. Introduction to the law of torts

RES 346.04 AND ESS 1998

Andersen, Christian R. The essentials of intellectual property

RES 346.73 FER COR 2001

Ferber, Kenneth S. Corporation law

RES 346.7301 SCH LAW 2004

Schwartz, Ronald J. Law & aging

RES 346.7305 HER WIL 2001

Herskowitz, Suzan D. Wills, trusts, and estates

RES 347 BON BEF 2002

Bonsignore, John J. Before the law: An introduction to the legal process

RES 347.73 DOM GRE 2006

Domnarski, William The great justices 1941-54: Black, Douglas, Frankfurter, and Jackson in chambers

RES 347.73 MAU ILL 2006

Mauro, Tony Illustrated great decisions of the Supreme Court

RES 347.7375 BUR IND 2003 C. 2

Burke, Susan Indiana criminal jury instructions

RES 347.7372 MUR PRE 2001 C. 2

Murphy, Don Pre-trial manual

RES 362.5 ELI LEG 2005

Elias, Stephen Legal research: How to find & understand the law

RES 363.3 HEN TER 2003

Henderson, Harry Terrorist challenge to America

RES 364.15 STR HAT 2003

Streissguth, Tom Hate crimes

RES 364.16 NEW ENC 2004

Newton, Michael The encyclopedia of high-tech crime and crime fighting

RES 364.36 FER JUV 2003

Ferro, Jeffery Juvenile crime

RES 364.973 SIF ENC 2001 (Volumes 1 & 2)

Sifakis, Carl The encyclopedia of American Crime

RES 365.973 SIF ENC 2003

Sifakis, Carl The encyclopedia of American prisons

RES 658.3 DEL DEA 2005

DelPo, Amy Dealing with problem employees: A legal guide

REF 320.473 BRA CHE 2005 VOL. 1-3

Brannen Jr., Daniel E. Checks and balances: Executive, Legislative, and Judicial Branches

REF 340 LON COM 2003

Long, Judy A. Computer aided legal research

REF 340 MAR 1999 Martindale-Hubbell Corporate law directory

REF 340 MAR 1999 (Volumes 1, 2)  
Martindale-Hubbell law digests

REF 340 MAR 1999 (1 volume)  
Martindale-Hubbell law directory: Alphabetical index

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Martindale-Hubbell law directory: Areas of practice index

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Martindale-Hubbell law directory—New Providence

REF 340 PRI BLU 2003  
Prince, Mary Miles (editor) The bluebook: A uniform system of Citation

REF 340.01 BOU CIT 2001  
Bouchoux, Deborah E. Cite-checker: A hands-on guide to learning citation form

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Figueroa, Antonia Pearson English/Spanish legal dictionary

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Ice Miller Publishers Safety & health guide for Indiana business

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Martindale-Hubbell international law digest

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Lewis, Thomas T. The Bill of Rights—V. 1: Court Cases

REF 342.73 LEW BIL V. 2 2002  
Lewis, Thomas T. The Bill of Rights—V.2: Court cases, appendices, index

REF 342.73 MAD USC 2002  
Maddex, Robert L. The U.S. Constitution A to Z

REF 342.73 VIL ENC 2003  
Vile, John R. Encyclopedia of Constitutional Amendments: Proposed Amendments, and Amending issues

REF 342.7302 MAD STA 2006  
Maddex, Robert L. State Constitutions of the United States

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Vile, John R. A companion to the United States Constitution and its Amendments

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Gurdak, John A. Computer applications for legal professionals

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REF 344.014 IND 2002 Indiana guide to preventing workplace harassment

REF 344.04 HAR OSH 1996 OSHA in the real world: How to maintain workplace safety while keeping your competitive edge

REF 344.0465 2002 29 CFR 1910 OSHA general industry regulations

REF 344.722 EMP 2002 Employment law handbook: A business guide to Indiana and federal employment law

REF 344.772 ENV 2000

Environmental compliance handbook: An overview of Indiana and federal environmental laws for Indiana businesses

REF 344.7301 IND 2001 Indiana employer's guide to the ADA and FMLA

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Indiana rules of court: Federal

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Brook, Sanford M. Indiana rules of evidence with objections

REF 348.772 BUR COU V. 1 & 2

Burns Indiana statutes annotated: Court rules

REF 348.772 BUR FAM 1997

Burns Indiana statutes annotated: Family law

REF 348.772 BUR TAX 1998



Burns Indiana statutes annotated: Taxation—property, income, sales

REF 349.73 BLA 1999 Black's law dictionary

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Oran, Daniel Law dictionary for nonlawyers

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Oran, Daniel Oran's dictionary of the law

REF 349.772 BAL EMP 2005

Baker & Daniels LLP Employment law handbook

REF 363.25 BEL ENC 2004

Bell, Suzanne Encyclopedia of forensic science

REF 364.03 WRI ENC 2005 Volumes 1-3

Wright, Richard A. & J. Mitchell Miller (editors) Encyclopedia of criminology

VC 174 PBS END 2002 Endgame: Ethics and values in America

DVD 320 BAK VIE 2004 Video case studies in American Government

VC 321.8 CNN AME V. 1 (2 copies)

American Government today 1997

VC 321.8 CNN AME V. 2 American Government today 1999-2000

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VC 340.023 NAT PAR Paralegals: Enhancing practice, professionalism & Profitability

VC 342 ABC PAT 2004

ABC News The Patriot Act under fire

VC 342 FIL THA 2004 And that's how a bill becomes a law

VC 342 FUL UNI 1999 United States Bill of Rights and Constitutional Amendments

VC 342 FUL UNI 1999 United States Constitution

VC 342.08 FRO BUR 2004  
Frontline Burden of innocence

VC 344.73 PBS CRI Crime of insanity

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VC 346.07 SOU LAW 1993 Law for business—Mock trial

VC 347 BER LEG 2000  
Berring, Robert C. Legal research for the 21st century: The basics

CD 347 KER SHA 2004  
Hall, Kermit L. Shaping justice: Landmark cases of the U.S. Supreme Court

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Roemer, Tim Your court system and you

VC 362.7 FAI CAS 1983 Failure to protect: The taking of Logan Marr

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VC 363.2 ALE MIR Miranda considerations

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Elman, Lee (editor) Justice factor 2: Evidence

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DVD 364.1 ABC LEG 2004  
ABC News Legal limbo: The war on terror and the judicial process

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VC 364.36 FRO JUV 2004  
Frontline Juvenile justice

VC 365.9 FIL CRU Cruel and unusual?

**Magazines:**

Corrections Today

Court & Commercial Record

Headnotes: A publication of Michiana Paralegal Association

Indiana Correctional Association

Indiana Defender

On the Line

Indiana Lawyer

South Bend Tribune

Legal Assistant Today

Time

Newsweek

U.S. News & World Report)

**General Reference/Curriculum Support**

Items on issues of interest/historical data. For example:

American Decades. ISBN: 0-7876-5076-5

Current Issues by Macmillan Reference USA. 4 volume set. ISBN: 0-0286-5744-6

Pro Con by Scholastic Publishing. 24 volume set. ISBN: 0717259501.

Standing orders for series such as Current Controversies, Pro/Con, Information Plus, Opposing Viewpoints.

Books on literature including anthologies and literary works.  
Grammar, speech, & writing resources such as:

Eats, Shoots & Leaves: Zero Tolerance Approach to Punctuation by Lynne Trus. ISBN: 1-592-40087-6

Elements of Style by William Strunk Jr. & E.B. White. ISBN: 0-02-418200-1

Grammar & Style in 24 Hours by Pamela R. Hahn & Dennis Hensley. ISBN: 0-02-863899-9

I Can See You Naked by Ron Hoff. ISBN: 0-8362-8000-8

Pocket Guide to Public Speaking by William Pfeiffer. ISBN: 0-13-041544-8

Practical English by Tim Harris. ISBN: 0-15-570920-8

Writer's Harbrace Handbook Brief. ISBN: 1-4130-0236-6

Great Speeches videos put out by the Educational Video Group (Fulton Sheen, John Kennedy, Harry Truman, Ann Richards, Stokely Carmichael, Bill Clinton, Henry Kissinger, Colin Powell, Ronald Reagan, Martin Luther King, Jr., etc.)

Professional Development: How to Win Friends and Influence People by Andrew Carnegie. ISBN: 0-6717-2535-0 (\$8)

If It's Going to Be, It's Up to Me by Robert Schuller. ISBN: 0-0610-4448-2 (\$7)

Life Strategies: Doing What Works, Doing What Matters by Dr. Phil McGraw. ISBN: 0-7868-8459-2 (\$12)

Optimal Thinking: How to be Your Own Best Self by Rosalene Glickman ISBN: 0-4724-1464-6

The Power of Positive Thinking by Dr. Norman Vincent Peale. ISBN: 0-4499-1147-0 (\$11)

Seven Habits of Highly Effective People by Stephen Covey. ISBN: 0-6717-0863-5 (\$11)

The Way to the Top: The Best Advice I Ever Received by Donald Trump. ISBN: 1-4000-5016-2 (\$14)

Winning Habits: 4 Secrets That Will Change the Rest of Your Life by Dick Lyles. ISBN: 0-1314-5358-0 (\$14)

Winning Ways: 4 Secrets for Getting Results Working Well with People by Dick Lyle. ISBN: 0-4251-8194-4 (\$12)

Great Speeches videos put out by the Educational Video Group (Fulton Sheen, John Kennedy, Harry Truman, Ann Richards, Stokely Carmichael, Bill Clinton, Henry Kissinger, Colin Powell, Ronald Reagan, Martin Luther King, Jr., etc.)

Topic videos: How to Build a Winning Attitude, What is Sexual Harassment?, Growing Up Gay and Lesbian. Items that accompany textbooks: Learning Styles Inventory, Muscle Reading, Time Management, What do you Want?

Series: Helpful series include Dummies, Simplified, Show Me, In a Nutshell.

### **Videos:**

Videos are available through a multitude of resources such as The EDU-TECH Corp. (800-338-5463) provides A&E Video biographies for \$19.95. Price includes public performance rights.

Films for the Humanities & Sciences (800-257-5126) is a good source videos on crime, criminal justice, law enforcement videos, etc.

### **Healthcare Administration**

362.1 ALL NUR 2003

Allen, James E.

Nursing home administration

362.1 BAK HEAL 2004

Baker, Judith J. Health care finance: Basic tools for nonfinancial managers

362.1 DUN HEAL 2006

Dunham-Taylor, Janne Health care financial management for nurse managers

REF 362.1 ALL LIC 2003

Allen, James E. The licensing exam review guide in Nursing Home Administration

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